

## 2 Login CMS Net Web

### **Introduction to Login CMS Net Web**

Logging into the system is the first step to using it. This will be our first exercise in using CMS Net Web.

### **Objectives**

At the completion of this section, you will be able to:

- Login CMS Net Web
- Logout from CMS Net Web

## 2.1 Step-by-Step Instructions on how to Login CMS Net Web

Notes



1. Open the web browser on your computer desktop by clicking the icon.
2. Enter the CMS Net Web address in the Address line:
  - Training Environment:  
<https://cmstrnw.cahwnet.gov/CMSE47/login.jsp>
  - Production Environment  
<https://cms.cahwnet.gov/CMSE47/login.jsp>
3. *You may wish to save this URL address into your “Internet Favorites.”*
  - Go to Favorites (on your web browser)
  - Select “Add to Favorites”
  - In the Name text box, specify: Children’s Medical Services – **TRAINING** for  
<https://cmstrnw.cahwnet.gov/CMSE47/login.jsp>
  - OR
  - Children’s Medical Services – **PRODUCTION** for  
<https://cms.cahwnet.gov/CMSE47/login.jsp>
4. Enter your CMS Net access code on the CMS Net Web Login page.  
Click the “Submit” button.
5. Confirm that you are logged into CMS Net Web by viewing the “CMS Net Welcome Page”



After five failed login attempts, your access code will be locked.  
Call the CMS Net Help Desk to reset your access code.



CMS Net Web will time-out if your session is idle for at least 30 minutes.

## 2.1.1 Logout from CMS Net Web

### Notes

Logging out of CMS Net Web ends your CMS Net Web session. The proper way to logout of CMS Net Web is to click the Logout link in the upper right hand corner of your page.

The screenshot displays the CMS Net Web interface. At the top, a blue navigation bar contains links: [California Home](#), [CDHS Home](#), [CDHS Comments](#), [CDHS Search](#), and [CDHS Organization](#). The date "Wednesday, February 25, 2004" is shown on the right. Below this is a banner with the text "Welcome to California" and a collage of California images. The main heading is "Children's Medical Services" with the tagline "Caring for Children with Special Medical Needs...". A "Contact Us | Help" link is present, with a hand icon pointing to the "Help" link. A secondary navigation bar includes links: [Authorization](#), [Provider](#), [Formulary](#), [Procedure Code](#), [Administration](#), and [Reports](#). Below this is a blue bar with the text "Search - Providers -----Dev 24 --- 02/23/2004".

Required fields are marked in \*

**SEARCH PROVIDER**

Search Category \* ☐ Hospital / Medical Provider ☐ Special Care Centers ☐ Non PMF Providers ☐ Dental Provider

Provider Name  Provider ID

Specialty/Allied Health

Special Care Center Type

County

Provider Type

Accepting Referrals ☐